



2022 - 2024 HOME TENANT-BASED RENTAL ASSISTANCE (TBRA) PROGRAM APPLICATION INSTRUCTIONS

**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES**

APRIL 2022

APPLICATION DUE BY MAY 27, 2022

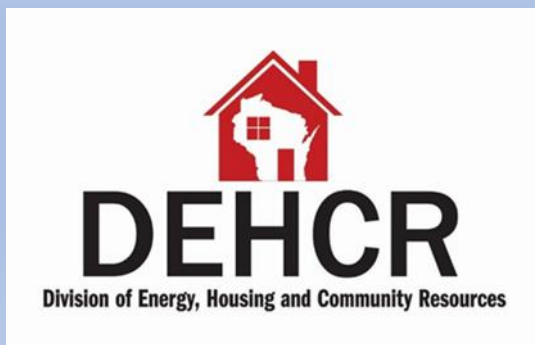


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General Information

PURPOSE

The Division of Energy, Housing and Community Resources (DEHCR) allocates U.S. Housing and Urban Development (HUD) HOME funding to support the HOME Tenant-Based Rental Assistance (TBRA) program. Grant agreements will be awarded for a two-year performance period to provide rental assistance to individuals and families that have incomes at or below 60% of the County Median Income (CMI) and meet other eligibility requirements.

Because the TBRA program allows local flexibility in many program design areas, DEHCR will allow individual grantees to develop community-specific programs. The programs must comply with HOME regulations such as tenant occupancy and income requirements, unit and rent standards, and administrative performance. Participating agencies are subject to performance indicators, such as participation levels, affirmative outreach efforts and availability of suitable housing. As with all HUD HOME programs, the TBRA program requires a best effort to provide 25% project match of non-federal funds.

HOME TBRA funds shall serve individuals and families who are homeless or at risk of homelessness. Applicants may further define more specific populations within their proposed service area.

HOUSING FIRST AND RAPID RE-HOUSING

DEHCR encourages TBRA programs to adopt a Housing First philosophy and/or Rapid Re-Housing program model.

The [National Alliance to End Homelessness](#) defines 'Housing First' as follows:

Housing First is a homeless assistance approach that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible – and then providing voluntary supportive services as needed. This approach prioritizes client choice in both housing selection and in-service participation.

Housing First programs share critical elements:

- A focus on helping individuals and families access and sustain permanent rental housing as quickly as possible;
- A variety of services delivered to promote housing stability and individual well-being on an as needed and entirely voluntary basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or services compliance.

[HUD](#) defines ‘Rapid Re-Housing’ as follows:

[Rapid Re-Housing] will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management.

SUPPORTIVE SERVICES

DEHCR requires grantees to make a best effort to provide supportive services to TBRA clients. Grantees may provide supportive services directly or contract services through another agency. Supportive services include but are not limited to case management, mental health services, transportation assistance, and life skills training.

Clients may be encouraged but *cannot* be required to participate in supportive services; as such, they cannot be terminated from a TBRA program due to non-participation in supportive services.

SELF-SUFFICIENCY PROGRAMS

Grantees may choose to operate their TBRA program as a self-sufficiency program. For the purposes of TBRA, DEHCR defines a self-sufficiency program as:

A program whose goal is to increase clients’ earned income and reduce their dependency on public assistance by providing education, job training, counseling, and other forms of social service assistance in addition to rental assistance so that clients can acquire the skills necessary to obtain self-sufficiency.

Unlike other TBRA programs, self-sufficiency programs *may* require clients to participate in supportive services; however, clients still *cannot* be terminated due to non-participation. They may, however, be denied a renewal of their TBRA assistance.

OTHER PROGRAM DESIGN CONSIDERATIONS

TBRA programs must comply with applicable HOME regulations, including unit occupancy standards, client income requirements, Housing Quality Standards (HQS), Fair Market Rent (FMR) and Rent Reasonableness (RR) standards, and administrative performance. Applicants should review the [2013 HOME Final Rule](#) for more information.

IMPORTANT DATES

Applications must be received by DEHCR no later than **May 27, 2022**. Late applications will not be considered for funding. Funding awards will be announced in July 2022. Two-year grant agreements will begin on **July 1, 2022**, with the performance period ending **June 30, 2024**. Grantees will be eligible for renewal for two additional grant agreements periods, based on satisfactory performance.

DATA COLLECTION

To receive TBRA funding, agencies must participate in the Wisconsin Homeless Management Information System (HMIS), which is administered by the Institute for Community Alliances (ICA). HMIS is utilized to better understand the scope of homelessness in Wisconsin, to improve service delivery to homeless persons, and to evaluate the effectiveness of service interventions. Funded agencies track TBRA beneficiaries, and all services provided in HMIS and must generate reports reflecting levels of services provided. The ICA website can be found at <https://www.icalliances.org/>.

ELIGIBLE APPLICANTS

Governmental entities and private-not-for profit agencies located in Wisconsin are eligible to apply under this application for TBRA funds. In addition, a non-stock, not-for-profit corporation organized under Chapter 181 or a religious society organized under Chapter 187 and housing authorities are eligible.

All applicant agencies must be outside of the HOME entitlement areas and be in good standing (no unresolved monitoring findings, no outstanding required reports, no major audit finding, etc.) with DOA and DEHCR. Applicant agencies cannot be listed on the Federal System for Award Management (SAM) debarred contractor list and must be registered with the SAM system.

Agencies receiving HOME TBRA funds will be subject to a monitoring process conducted by DEHCR staff at least once during the grant agreement period.

HOME TBRA funds are not available in entitlement areas that receive HUD HOME funds directly. These entitlement areas include the cities of Eau Claire, Green Bay, Kenosha, La Crosse, Madison, Milwaukee, Racine and the counties of Waukesha/Jefferson/Washington/Ozaukee County Consortia, Milwaukee, Dane, and Rock.

CLIENT ELIGIBILITY

Eligible clients must meet the following criteria:

- (1) Have a household income at or below 60% of the county median income; and
 - a. Household income should be calculated per [HUD's Part 5 income definition](#).

- (2) Be homeless or at risk of homelessness. *Agencies may determine the definition of homeless or at risk of homelessness used for the TBRA program.*

ELIGIBLE COSTS

Eligible services that may be paid for with TBRA program funds are:

- Rental assistance
- Security deposit assistance, including security deposit only programs
- Utility assistance
- HQS inspections
- Staff time spent on TBRA client household income determinations

Any service not explicitly listed in this section is ineligible. Refer to the TBRA Program Manual for additional information.

ADMINISTRATIVE COSTS

HOME support funds may be used to pay for reasonable planning and administrative expenses associated with operating a TBRA program, such as general management, oversight, and coordination. They include staff salaries, wages, and other costs related to executing HOME TBRA activities. Applicants are eligible to receive up to 10 percent of their activity funds requested as administrative funds.

LENGTH OF ASSISTANCE

Under Wisconsin's TBRA program, assistance can be offered for up to 24 months; however, contracts can be renewed for an additional 24 months, subject to the availability of HOME TBRA funds and eligibility re-certification. Leases cannot be signed for less than one year unless documentation shows that both the beneficiary and the landlord agreed to less time.

General Application Instructions

APPLICANT RESPONSES

DEHCR staff will finalize award allocations based on scope of responses and availability of funds, as well as unexpended funds from previous grant agreements. Applications submitted in reply to this Request for Proposal shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an applicant being eliminated from consideration during the selection process. DEHCR reserves the right to reject any or all proposals.

All aspects of an application from the successful applicant will become contractual obligations. DEHCR reserves the right to adjust TBRA award amounts based on number of accepted applications and amount of funding requested.

Justifiable modifications may be made during the grant agreement only through prior consultation with, and written approval of DEHCR. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

APPLICATION SUBMISSION

1. A complete emailed application packet must include the following:
 - a. Completed and signed application cover pages (electronic signature is acceptable);
 - b. Completed and signed applicant certification (electronic signature is acceptable);
 - c. Answered application questions; and
 - d. Letters of support and/or Memorandum of Understanding (MOU) from all agencies you will be coordinating services with (i.e., mental health counselors, alcohol and other drug abuse counselors, job training services, etc.). The letters and/or MOUs may be in an email if that email has a letterhead or other information identifying the source. All letters or MOUs must be attached to the same email as the application.
2. **Application Deadline:** The TBRA application closing date for the receipt of all applications under this solicitation will be **May 27, 2022**. Submit applications electronically to the DEHCR mailbox at DOASupportiveHousing@wisconsin.gov.

NOTE: *All applications received after May 27, 2022 will not be reviewed. No exceptions will be allowed.*

3. **Supplemental and Clarifying Information:** Unless requested by DEHCR, no additional information will be accepted from an applicant after the submission deadline.

ASSISTANCE

Questions regarding the application should be directed to Dana Wallace at (608) 261-7013 or at Dana.Wallace1@wisconsin.gov.

NOTICE OF NON-APPROVAL AND RIGHTS OF APPLICANT

Each applicant whose proposal is reviewed by the HOME TBRA Review Committee shall receive written notice of the determination of approval or non-approval of funding for this program.